

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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Small PHA Plan Update  
Annual Plan for Fiscal Year: **2002**

## Housing and Redevelopment Authority of Braham, Minnesota

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** Housing and Redevelopment Authority of Braham, Minnesota

**PHA Number:** MN052

**PHA Fiscal Year Beginning:** 01/2002

**PHA Plan Contact Information:**

Name: June Provost, Executive Director

Phone: 320 396-3580

TDD: 320 679-1800

Email (if available): parkman@ecenet.com

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ Main administrative office of the local, county or State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**PHA Programs Administered:**

☐ Public Housing and Section 8      ☐ Section 8 Only      ☒ Public Housing Only

# Annual PHA Plan Fiscal Year 2002

[24 CFR Part 903.7]

## **i. Table of Contents**

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
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## **ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

**This section intentionally left blank.**

### **1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

We have made numerous changes to our policies and/or programs based on changes in statutes and/or HUD regulations that have occurred in the past year. HUD mandated all of these changes. These changes include:

- Updated our Admissions and Continued Occupancy Policy to include the HUD mandatory income exclusions.
- Updated our Dwelling lease by deleting removing references to the formula method and replacing with the term income method.
- Implemented Community Service Requirements

### **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. ☒ Yes ☐ No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? **\$41,232**

C. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

#### **(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

#### **(2) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as Attachment B

### **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to next component ; if “yes”, complete one activity description for each development.)

#### 2. Activity Description

<b>Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for      units <input type="checkbox"/> Public housing for      units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for      units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

### **4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

- A. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each

program using the table below (copy and complete questions for each program identified.)

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources
- ☐ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- ☐ Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

**5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_
- C. ☐ Yes ☒ No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. ☐ Yes ☒ No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

**6. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board (RAB) Recommendations and PHA Response**

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are Attached at Attachment (File name)
3. In what manner did the PHA address those comments? (select all that apply)  
☐ The PHA changed portions of the PHA Plan in response to comments

A list of these changes is included

☐ Yes ☐ No: below or

☐ Yes ☐ No: at the end of the RAB Comments in Attachment \_\_\_\_.

☐ Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment \_\_\_\_.

☐ Other: (list below)

## **B. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **State of Minnesota Consolidated Housing and Community Development Plan;**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)

- The Housing and Redevelopment Authority of Braham will continue to maintain and renovate its public housing units.
- The Housing and Redevelopment Authority of Braham will continue to provide accessible housing in its public housing program to persons with disabilities.
- The Housing and Redevelopment Authority of Braham will continue to market its public housing program to make very low income, low income and elderly families and individuals aware of the availability of decent, safe, sanitary and affordable housing in the City of Braham.
- The Housing and Redevelopment Authority of Braham Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to take into consideration the needs of individual families for low- income housing; the statutory purpose in developing and operating a socially and financially sound low-income housing program which provides a decent home and a suitable living environment; and fosters economic and social diversity in the resident body as a whole.

The consolidated plan of the State of Minnesota lists, as a priority, "Serving extremely low and low income renters." This priority is at the core of the Housing and Redevelopment Authority of

Braham's mission.

☐ Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

☐ Yes ☒ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The State of Minnesota Consolidated Plan endorses the continuing objectives of national housing policy in the National Affordable Housing Act of 1990, including: ensure that all residents have access to decent shelter; increase the supply of affordable housing; make neighborhoods safe and livable; expand opportunities for home-ownership; provide a reliable supply of mortgage finance; and reduce generational poverty in assisted housing.

The Strategic Plan:

Affordable Housing

The Minnesota Housing Finance Agency has two broad policy objectives that form the priorities to meet Minnesota's basic housing needs and to strengthen communities. Priorities and objectives, listed below supports and is consistent with the Housing and Redevelopment Authority of Braham's plan.

A. Priorities.

1. Priority One: Serving Extremely Low and Low Income Renters. Conservation of existing affordable units is critical. A combination of rehabilitation and new construction is a must.
2. Priority Two: Rehabilitation of Owner-occupied Housing for those with an Extremely Low and Low Income.
3. Priority Three: Serving Homeless Persons.
4. Priority Four: Serving those with Special Needs
5. Priority Five: Strengthening a Community's Housing Stock
6. Priority Six: Assisting Home-ownership Opportunities
7. Priority Seven: Assisting in Building Housing Capacity.
8. Priority Eight: Preserving Affordable MHFA-Financed Housing.

Affordable Housing Objectives



### Homeownership Opportunities:

- a. To provide affordable home-ownership financing to low and moderate income first-time home-buyers.
- b. To target home-ownership assistance to people with the greatest need for assistance in all areas of the state.
- c. To provide affordable home-ownership opportunities to Native Americans and other people of color in proportion to their share of the eligible population as a whole, annually.

### Home Improvement:

- a. to provide affordable rehabilitation and improvement loan assistance to qualifying low and moderate income owners of existing housing.
- b. To increase the energy efficiency of residential dwellings, especially in homes built prior to 1976
- c. To develop a framework within which MHFA can make federal grant funds available for partial abatement and interim control of lead-based paint, soil, and dust in housing units in Minneapolis, St. Paul, or Duluth.
- d. To provide affordable home improvement and rehabilitation opportunities for homeowners who are persons of color, in proportion to their share of the eligible population as a whole.
- e. Rehabilitate homes where concentration of substandard units exists.

### Rental Housing

- a. to add to the stock of transitional and permanent units of affordable rental housing for low and moderate income tenants by an average of 762 units annually.
- b. To diminish the rent burdens of low income tenants through rental assistance payments to qualifying households.
- c. To increase local nonprofit organizations' capacity to provide technical assistance, project support, and capacity building to meet community housing needs.
- d. To facilitate public /private partnerships that provide capital contributions from outside MHFA that total at least 35% of total development costs (TDC).
- e. To maintain and preserve the existing stock of affordable rental housing for low income tenants that has assistance contracts administered by MHFA.
- f. To rehabilitate the existing stock of rental housing for low and moderate income tenants.

### Homeless Assistance

- a. to provide a variety of housing options for people with special housing needs, including homeless people.

- b. To assist families who are homeless or at risk of being homeless

Note: While the Minnesota consolidated plan has several trust funds devoted to low income rental housing, nothing specific is devoted to the Braham, or other, Housing Authorities.

## **C. Criteria for Substantial Deviation and Significant Amendments**

### **1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

#### **A. Substantial Deviation from the 5-year Plan:**

A substantial deviation from the 5-year Plan occurs when the Board of Commissioners decides that it wants to change the mission statement, goals or objectives of the 5-year Plan.

#### **B. Significant Amendment or Modification to the Annual Plan:**

Significant amendments or modifications to the Annual Plan are defined as discretionary changes in the plans or policies of the Housing and Redevelopment Authority that fundamentally change the plans of the agency and which require formal approval of the Board of Commissioners.

## Attachment mn052a03

### Housing and Redevelopment Authority of Braham

#### Fiscal Year 2002 Agency Plan

#### Attachment A Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
NA	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
NA	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
NA	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved CapitalFund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
NA	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies (Elderly and Disabled only)	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
NA	PHDEP-related documentation: <ul style="list-style-type: none"> <li>Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>Coordination with other law enforcement efforts;</li> <li>Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) (elderly and disabled only) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Substantial Deviation Definition Voluntary Conversion	(specify as needed)  Annual Plan Annual Plan

\* This section not applicable to the Housing and Redevelopment Authority of Braham. The Housing Authority does NOT have any Family Developments. The development meets the definition of a **Mixed population development**: A public housing development, or portion of a development, that was reserved for elderly and disabled families at its inception (and has retained that character). If the development was not so reserved at its inception, the PHA has obtained HUD approval to give preference in tenant selection for all units in the development (or portion of development) to elderly families and disabled families. These developments were formerly known as elderly projects.

**Attachment mn052b03**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Housing and Redevelopment Authority of Braham		<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P05250102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2002</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	1,619			
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	33,491			
11	1465.1 Dwelling Equipment— Nonexpendable	3,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	3,122			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Housing and Redevelopment Authority of Braham		<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P05250102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <div style="text-align: center; font-weight: bold;">2002</div>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b>					
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
20	Amount of Annual Grant: (sum of lines.....)	41,232			
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security –Soft Costs				
	Amount of Line 10 related to Security-- Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing and Redevelopment Authority of Braham		Grant Type and Number Capital Fund Program Grant No: MN46P05250102 Replacement Housing Factor Grant No:					Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA Wide	<u>Management Improvements</u>		1408						
	Computer software				500				
	Consulting fees				1,119				
	Subtotal				1,619				
MN052-1	<u>Dwelling Structures</u>		1460						
	Repair/replace exterior siding				6,910				
	Install handicap accessible doors				3,000				
	Energy efficient windows in lobby				2,000				
	Install new key system				2,226				
	Roof Repairs				11,472				
	Install new carpet in apartments				3,000				
	Repair water damaged ceilings				4,886				
	Subtotal				33,491				
	<u>Dwelling Equipment-nonexpendable</u>		1465.1						
	Refrigerators				3,000				
	Subtotal				3,000				
	<u>NonDwelling Equipment</u>		1475						
	Computer Printer				500				
	Copy Machine				2,622				
	Subtotal				3,122				
	Grand total				41,232				



**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part III: Implementation Schedule**

[illegible]



Attachment mn052c03

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name : HRA of Braham				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 01/01/03	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 01/01/04	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 01/01/05	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 01/01/06
	Annual Statement				
<b>HA Wide</b>					41,232
<b>MN052-1</b>		41,232	41,232	41,232	
CFP Funds Listed for 5-year planning		41,232	41,232	41,232	41,232
Replacement Housing Factor Funds					

## Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2003 PHA FY: 01/01/03			Activities for Year: <u>3</u> FFY Grant: 2004 PHA FY: 01/01/04		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<u>HA Wide</u>	<u>Operations</u>		<u>HA Wide</u>	<u>Operations</u>	
Annual		Operations	-0-		Operations	-0-
Statement	<u>MN052-1</u>	<u>Site Improvements</u> Repair sidewalks	23,000	<u>MN052-1</u>	<u>Dwelling Structures</u> Paint & repair hallways	19,500
	<u>MN052-1</u>	<u>Dwelling Structures</u> Reinforce Bay windows	16,000	<u>MN052-1</u>	Carpet hallways	19,500
	<u>MN052-1</u>	<u>Dwelling Equip</u> Replace ranges & refrigerators	2,232	<u>MN052-1</u>	<u>Dwelling Equip</u> Replace ranges & refrigerators	2,232
Total CFP Estimated Cost			41,232			41,232

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year : <u>4</u> FFY Grant: 2005 PHA FY: 01/01/05			Activities for Year: <u>5</u> FFY Grant: 2006 PHA FY: 0101/06		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<u>HA Wide</u>	<u>Management Improvements</u>	-0-	<u>HA Wide</u>	Replacement Reserve	41,232
MN052-1	<u>Dwelling Structures</u> Roof repairs	39,000			
MN052-1	<u>Dwelling equipment</u> Replace ranges & refrigerators	2,232			
Total CFP Estimated Cost		41,232			41,232

**Attachment mn052d03**

**Housing and Redevelopment Authority of Braham**

**Fiscal Year 2002 Agency Plan**

**Required Attachment D: Resident Member on the PHA Governing Board**

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Edith Nyen

B. How was the resident board member selected: (select one)?

☐ Elected (by the Board of Commissioners)

☒ Appointed (by the Braham City Council)

C. The term of appointment is (include the date term expires): 5 years beginning September, 1999 and expiring August, 2004

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? **NA – the Housing and Redevelopment Authority of Braham has a member on the Board of Commissioners.**

☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

☐ Other (explain):

B. Date of next term expiration of a governing board member: 06/01/01

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Braham City Council:

Mayor: Terry Turnquist

Council members:



Russ Monson,

David Dahlquist,

Vicki Ethan

Ken Ceaglske.

## **Attachment mn052e03**

### **Housing and Redevelopment Authority of Braham**

#### **Fiscal Year 2002 Agency Plan**

#### **Required Attachment E: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

1. Lois Swanson
2. Freda Bluhm
3. Harriet Johnson

**Attachment mn052f03**

**Housing and Redevelopment Authority of Braham**

**Fiscal Year 2002 Agency Plan**

**Component 3, (6) Deconcentration and Income Mixing**

- a. ☐ Yes ☒ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

The Housing and Redevelopment Authority of Braham is exempt from the requirements found at 24 CFR 903.2. The Housing Authority owns and operates one public housing development designed for elderly/disabled individuals and families.

- b. ☐ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

**Attachment mn052g03**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Housing and Redevelopment Authority of Braham		<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P05250101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2001</b>
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 06/30/01</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	5,000	-0-	-0-	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	36,232	-0-	-0-	-0-
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Housing and Redevelopment Authority of Braham		<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P05250101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2001</b>
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b>					
<input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 06/30/01</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines.....)	41,232	-0-	-0-	-0-
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security –Soft Costs				
	Amount of Line 20 related to Security-- Hard Costs	8,200	-0-	-0-	-0-
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part II: Supporting Pages**

[illegible]



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]





**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Housing and Redevelopment Authority of Braham	<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P05250100 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2000</b>
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☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no: )

☒ Performance and Evaluation Report for Period Ending: 06/30/01 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	5,000		-0-	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	35,574		-0-	-0-
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines.....)	40,574		-0-	-0-
	Amount of line 20 Related to LBP Activities				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Housing and Redevelopment Authority of Braham		<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P05250100 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2000</b>
<input type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b>					
<input checked="" type="checkbox"/> <b>Performance and Evaluation Report for Period Ending: 06/30/01</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security –Soft Costs				
	Amount of Line 20 related to Security-- Hard Costs	8,200		-0-	-0-
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Housing and Redevelopment Authority of Braham		Grant Type and Number Capital Fund Program Grant No: MN46P05250100 Replacement Housing Factor Grant No:					Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MN052-1	<u>Fees and Costs</u>		1430		5,000				Planning
	A&E Fees and costs								
MN052-1	<u>Dwelling Structures</u>		1460						Planning
	Reinforce bay windows				27,374				
	Install door entry systems				8,200				

## Part III: Implementation Schedule

Capital Fund Program Tables Page 4

## **Attachment mn052i03**

### **Housing and Redevelopment Authority of Braham**

#### **Fiscal Year 2002 Agency Plan**

#### **Voluntary Conversion of Developments from Public Housing Stock; Required Initial Assessments**

In accordance with HUD Regulations published in the Federal Register on June 22, 2001, all public housing developments must be assessed unless they meet certain exemptions.

24 CFR Part 972.200(a) states that assessments are required unless (4) “The development is designed for occupancy by the elderly and/or persons with disabilities (i.e., is not a general occupancy development).

The Housing and Redevelopment Authority of Braham is exempt from the required initial assessment because it owns and operates one public housing development. The development is designed for occupancy by the elderly and/or persons with disabilities. The Housing Authority does NOT have any general occupancy developments. The development meets the definition of a **Mixed population development**: A public housing development, or portion of a development, that was reserved for elderly and disabled families at its inception (and has retained that character). If the development was not so reserved at its inception, the PHA has obtained HUD approval to give preference in tenant selection for all units in the development (or portion of development) to elderly families and disabled families. These developments were formerly known as elderly projects.

Notice PIH 2001-26 requires that all PHAs must address the following questions about their Required Initial Assessments and include the information as a required attachment to the PHA Plan.

- a. **How many of the PHA’s developments are subject to the Required Initial Assessments?**

**None.**

- b. **How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?**

**One.**

- c. **How many Assessments were conducted for the PHA's covered developments?**

**One.**

- d. **Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:**

<b>Development Name</b>	<b>Number of Units</b>
None	None

- e. **If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:**

**Not Applicable. Assessment completed.**

#### **Assessment Documentation**

In accordance with HUD Regulations published in the Federal Register on June 22, 2001, all public housing developments must be assessed unless they meet certain exemptions.

The Housing and Redevelopment Authority of Braham owns and operates one public housing development. The development is designed for occupancy by the elderly and or disabled.

The regulations require a three-part test to determine if a development is appropriate for conversion to vouchers or inappropriate.

1. Conversion would not be more expensive than continuing to operate the development (or a portion of it) as public housing;
2. Conversion would principally benefit residents of the public housing development to be converted and the community; and
3. Conversion would not adversely affect the availability of affordable housing in the community.

The Housing and Redevelopment Authority has reviewed the criteria and made a determination on the appropriateness of the development to be converted to vouchers. Our process for determination of appropriateness was to consider the criteria in reverse order. We considered criteria number 3 first.

General Comments:

MN052-1, Park Manor Apartments. This development has undergone some modernization with additional work planned. There are no vacancy issues at this development. There are no neighborhood issues affecting desirability of living at this development. Given the waiting list and the lack of sufficient other affordable housing in the community, it is the opinion of the Housing Authority that Conversion would adversely affect the availability of affordable housing in the community.